


TAB E

Pre-Decisional – Draft Working Papers

CLASSIFICATION

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Evacuation Travel



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March 2011

UNCLASSIFIED

3/28/2011

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What is an evacuation?

- An evacuation, as defined in par. U6002-C, must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, denial or revocation by host government of permission to remain, national or natural disasters, epidemics, or similar conditions of comparable magnitude).
- Evacuation refers to movement or departure from one area to another. Both areas may be in the same city or country, or each may be in a different city or country.

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Definition of Designated Destination

- Designated Destination - A location anywhere in the world named in the evacuation order/authorization, or subsequent modification to that order/authorization, to which dependents are directed to relocate on a temporary basis to await a decision by competent authority to either return to the OCONUS Permanent Duty Station(PDS) or proceed to a designated place. If CONUS is named the Designated Destination in the evacuation order/authorization, evacuees, upon arrival at the CONUS Point of Debarkation, must select the exact CONUS safe-haven location to which they are traveling at Government expense.
- Designated Destination must be indicated on the Evacuation order as Per Diem and transportation is based on the locality given.

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Difference between Member and Dependents

- Members
 - ordered to evacuate are paid at regular TDY entitlements
- Dependents
 - are authorized (1) round trip from the evacuation site to the designated Designated Destination and return. Mileage will only be paid up to NTE the distance from the evacuation site to the designated Designated Destination and back as determined by the Defense Table of Distance. Mileage is reimbursed to only the owner/operator and not passengers.
 - who are in the absence of a POV at the Designated Destination, dependents are authorized local travel allowances paid at a rate of \$25.00 per day, per family, to help offset the expenses incurred for required local travel between the dependents' place of lodging at the Designated Destination and medical/dental appointments, finance office, family support service center, commissary, pharmacy, post office and similar destinations in the local area. This allowance is to help offset travel expenses if any and not a daily allowance. This allowance cannot be paid for reimbursements for expenses incurred by renting a motor vehicle. No receipts are necessary.

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Dependents Information cont'd

- Per Diem begins on the date dependents arrive at the Designated Destination.
- Dependents age 12 and over are given per diem and M&IE at the rate of 100% for the first 30 days. Dependents under the age of 12 are given per diem and M&IE at the rate of 50% for the first 30 days.
- Beginning on the 31st day, dependents 12 and over are given per diem and M&IE at the rate of 60% and dependents 12 and under are given per diem and M&IE at the rate of 30%.
- Entitlements completely stop after 180 days. If dependents are ordered to move to another Designated Destination, the 180 day clock will restart. If dependents choose to move to another Designated Destination, the 180 clock remains in effect and entitlements are paid up to NTE the rate of the designated Designated Destination.

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Dependents Information cont'd

- Per diem and M&IE allowances stop the day transportation is first made available to dependents for return to the PDS unless further delay is authorized for reasons beyond the dependents' control.
- If dependents are away from the PDS at the time the evacuation is ordered, they are considered to be at a Designated Destination, and entitled to per diem for the location they are in, beginning on the day they would have returned to the PDS.
- Dependents are authorized miscellaneous TDY reimbursable expenses as stated in JFTR Appendix G if used. These are reimbursable expenses if incurred and not an entitlement.

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Miscellaneous Expenses

- Dependents are authorized reimbursable transportation reimbursable expenses while enroute to Designated Destination or returning to PDS only.
- Typically this would only mean Tolls
- Dependents are only entitled to other reimbursable expenses as required and approved by the Order Issuing Authority on the orders/authorization.
- Typically this would mean Unit authorizes health/location phone calls to ensure the location and health of evacuees.
- Laundry, communication fees, phone calls, parking, etc.
- Please note that Katrina was a wide spread “Natural Disaster” and special reimbursable expenses were approved at that time for specifically that evacuation period/location areas although they were not typical reimbursable expenses for evacuations IAW JFTR Chapter 6.

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Requesting an Advance for Evacuation

- If you need to request an advance of per diem either prior to or after you have arrived at your designated Designated Destination location you will need the following documents:
 - A copy of your Evacuation Orders (DD form 1610)
 - Please ensure that dates of birth are listed next to the names of each child
 - Evacuation Lodging Reimbursement Certification
 - This form is in lieu of lodging receipts. The information from the traveler assist the Travel Processing Center to accurately compute and pay the lodging portion of your per diem.
 - Process. Fax your orders and your Evacuation Lodging Reimbursement Certification form to:
 - Travel Processing Center-Hampton Roads, VA
 - Voice: (866) 239-0303
 - Fax: (866) 708-6985

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Interim Payments (Each 30 Days of Evacuation)

Interim payments are liquidation of expenses each 30 days of evacuation and or as need. Even if you received an advance of per diem you will still need to file a Travel Voucher or Subvoucher claims with the Travel Processing Center-Hampton Roads (TPC-HR) each 30 days to properly settle your expenses.

What will you need?

- A copy of your Evacuation Orders (DD form 1610)
 - Please ensure that dates of birth are listed next to the names of each child
- A Travel Voucher or Subvoucher Voucher (DD form 1351-2)
- Lodging receipts
- Transportation receipts (local travel) if you are claiming the Daily transportation allowance.
- Process. Fax your orders, DD 1351-2 and your receipts to:
 - Travel Processing Center-Hampton Roads, VA
 - Voice: (866) 239-0303
 - Fax: (866) 708-6985

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Travel Settlement (At the conclusion of Evacuation)

Upon the conclusion of your authorized evacuation a final Travel Voucher or Subvoucher claim must be filed to liquidate all outstanding expenses. The final date of evacuation allowances will be the date you arrive at your Designated Place (if ordered) or upon return home at your Permanent Duty Station (PDS).

What will you need?

- A copy of your Evacuation Orders (DD form 1610)
 - Please ensure that dates of birth are listed next to the names of each child
- A Travel Voucher or Subvoucher (DD form 1351-2)
- Lodging receipts
- Transportation receipts (local travel) if you are claiming the Daily transportation allowance.
- Process. Fax your orders, DD 1351-2 and your receipts to:
 - Travel Processing Center-Hampton Roads, VA
 - Voice: (866) 239-0303
 - Fax: (866) 708-6985

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Preparation of TDY Travel Claims

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This slide show is presented as a job aid for military members who are performing Temporary Duty (TDY) travel and must submit a Travel Voucher or Subvoucher claim (DD Form 1351-2) <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1351-2.pdf> for reimbursement, or to close out any previous advances.

All settlement TDY Travel Voucher or Subvoucher must be submitted within five calendar days upon completion of travel.

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Preparation of TDY Travel Claims

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Preparation of TDY Travel Claims

Important! Indicate your current mailing address.

TRAVEL VOUCHER OR SUBVOUCHER		Read Privacy Act Statement, Fidelity Statement, and instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue on remainder.	
1. PAYMENT <input checked="" type="checkbox"/> A Electronic Fund Transfer <input type="checkbox"/> B Cash <input type="checkbox"/> C Check		2. SPLIT DISBURSEMENT The following code is printed on the Government Travel Card (GTC) or Government Travel Charge Card (GTCC) receipt. If you are splitting the bill, enter the amount of the bill that is being paid by the Government. If you are splitting the bill, enter the amount of the bill that is being paid by the Government. If you are splitting the bill, enter the amount of the bill that is being paid by the Government.	
3. NAME (Last, First, Middle Initial) COASTIE, SAMUEL J.		4. GRADE VN2	
5. ADDRESS 3 (Number and Street) 1134 MAIN ST.		6. CITY ANYTOWN	
7. STATE VA		8. ZIP 22203	
9. PHONE TELEPHONE NUMBER 3 AREA CODE 555-555-0000		10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES 3,457.29	
11. ORGANIZATION AND STATION CG PSC (EM)4		12. VOUCHER NUMBER 3	

List your total travel advance. Do not include advance pay.

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Preparation of TDY Travel Claims

Enter each departure and arrival made in conjunction with these IA TDY orders. List units as necessary.

Two letter code for mode of travel.

[illegible]

**Official mileage
from the old to the
new duty station**

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Preparation of TDY Travel Claims

Official mileage.

15. HISTORY		16. PLACEMENT OFFER DATE	17. ACTUAL LAY AND STAY	18. REASON FOR OFFER	19. REASON FOR OFFER	20. LOGGED OFFER	21. POC NUMBER
11JUN	DE	CG DIT JUNEAL AR		CV	AT		
18JUN	ARR	BELLINGHAM WA		PA			
18JUN	DEP	CG PSC			MC		
07 JUL	ARR	ARLINGTON VA					158
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						

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Preparation of TDY Travel Voucher or Subvoucher Claims

20 A. CLAIMANT SIGNATURE S J COASTIE			B. DATE 15 JUL 10	
C. REVIEWER'S PRINTED NAME		D. REVIEWER'S SIGNATURE		E. TELEPHONE NUMBER F. DATE
21 A. APPROVING OFFICIAL'S PRINTED NAME A O REVIEWER, YNC, USCG		C. SIGNATURE		D. TELEPHONE NUMBER G. DATE 302-555-1234 15 JUL 10
22. ACCOUNTING CLASSIFICATION				
23. COLLECTION DATA				
24. COMPLETED BY	25. AUDITED BY	26. "PASS/BLUNDER" AUTHORIZATION POSTED BY	27. RECEIVED: FAVOR SIGNATURE AND DATE (OPTIONAL)	28. AMOUNT PAID

Leave Blocks 22 through 28 blank

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Exception to SF 1012 approved by GSA/IRMS 12-91.
Adobe Designer 7.0

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 5701, 37 U.S.C. Sections 404 - 427, 5 U.S.C. Section 301, DoDFMR 7000.14-R, Vol. 9, and E.O. 9397.

PRINCIPAL PURPOSE(S): This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Defense (DoD) travelers for official Government travel. The Social Security number (SSN) is used to maintain a numerical identification **filing system for filing and retrieving individual claims.**

ROUTINE USE(S): Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed to the Internal Revenue Service for travel allowances, which are subject to Federal income taxes, and for any DoD "Blanket Routine Use" as published in the Federal Register.

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in total or partial denial of the amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders/authorizations and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT or CBA (See Note)	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(Own expense)	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance (POC)	- P	Vessel	- V

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

ITEM 15e. LODGING COST

Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

29. REMARKS

- a. INDICATE DATES ON WHICH LEAVE WAS TAKEN:
- b. ALL UNUSED TICKETS (including identification of unused "e-tickets") MUST BE TURNED IN TO THE T/O OR CTO.